



# County of San Diego Elementary School Waiver

Application for a Waiver to Re-open In-Person Instruction for TK-6 Elementary Education.

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district, please submit one application for the elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

If all documentation is not included application can not be processed.

Once the waiver is approved, your information will be posted on the County of San Diego website, <http://Coronavirus-sd.com/K12Schools>

**School Name**

Mt. Helix Academy

**District name**

Private School

**District School(s) Name****Contact Name**

Michael Collins

**Contact Email**

mcollins@tiee.org

**Address**

5955 Severin Drive

**City**

La Mesa

**Zip Code**

91942

**Type**

Private School

**Grades to be Reopened**

1  
2  
3  
4  
5  
6

**Number of Students in Reopening Grades**

142

**Number of Staff at Reopening Sites**

25

**Proposed Reopening Date**

08/31/20

**Labor Organization**

The process used to consult staff involved providing staff with detailed flow charts of the procedures to be followed on site based on guidance from the local and state health departments as well as the CDC when we are allowed to re-open. An electronic survey was sent to all staff on 8/5/2020 and the results were that 75% of those completing the survey preferred to provide in person instruction for our students.

**Parent Organization**

Our parent community, including officers who are the executive board of our PTG (Parent-Teacher Group), participated in an electronic survey asking for their input. Parents were asked if they preferred in person learning, preferred a distance learning model or were undecided. The results of the survey were that 84 % preferred in person learning, and 16% were either undecided or preferred a distance learning model.

**Community Organization**

TIEE's Board of Directors were consulted during their annual planning retreat on 7/25/20 regarding Mt. Helix Academy's plans to reopen on 8/31/20. All board members were in support of the reopening plan. (Board members are; Jose Luis Alvardo, Sandra Daly, John Woods, King Golden, Jonathan Siegel, and Katharine Wardle). We reached out to Heather DiFede, East County SELPA director, Amy Briggs, Director of Special Education at High Tech Explorer, Kimberly Sharpazian, Program Director for SD Unified Schools, and Janet Holcomb, owner of Ki's School Lunches on 8/7/2020. We heard back from Janet Holcomb who wrote a letter of support for us to re-open (letter in attachments). On 8/7/20 and 8/10/20, we consulted with Diedre Kruse of Waypoint Financial Partners and Timothy Horning of Medina, Horning, Kruse, LLP and both supported our reopening plan (letters in attachments). Finally, on 8/17/20, we consulted with Haytham Shamaya, owner of the strip mall across the street from our school and also owner of Severin Deli, and he expressed his support of our reopening plan and wrote a letter of support.

**1. Published on Webpage**

[www.mthelixacademy.org](http://www.mthelixacademy.org)

**1.A) Webpage Section/Page**

Page 1-Section 1

### **1.B) Webpage Language**

Mt. Helix Academy's worksite-specific COVID-19 Prevention Plan is based on a comprehensive risk assessment of all work areas and work tasks and is posted on the school's website, [www.mthelixacademy.org](http://www.mthelixacademy.org).

### **2. Distance Learning**

YES

#### **2.A) Distance Learning Section/Page**

Pg. 3-Section 1; Pg. 17-18-Section 10

#### **2.B) Distance Learning Language**

Health plans are reviewed and TIEE's Medical Director is made aware of students with compromised health conditions, which may result in consulting with medical care providers in order to establish the safest course of action by school personnel. Distance learning will be offered if a student must be absent due to personal or family quarantine, or isolation requirements, or if mandated by local health authorities. A distance learning option will be provided to students and families who do not feel comfortable returning to in-person instruction. This option will be made available regardless of student's health conditions. Students who are quarantined or isolated will be provided with distance learning opportunities, including lessons and supporting activities that align with Mt. Helix Academy's approved curriculum. Lessons will be shared with students and their families through G-Suite (i.e., Google classroom, Gmail, Google forms, Google Drive). G-Suite is designed to meet stringent privacy, transparency, compliance, and security standards. In addition, teachers and related service providers will regularly check in with their students and parents using Zoom, Google Hangouts/Meet, email, and/or telephone calls. All contact with students and families will be logged. Group lessons and activities for students will be offered in both synchronous and asynchronous formats, through platforms such as YouTube, Facebook Live, Zoom, and Google Meetings. These activities will be developed and delivered by teachers and related service providers, and will also utilize direct-service paraprofessionals for delivery of lessons and activities. Students and families will be asked to regularly submit completed work samples. This will be done in a variety of ways, depending on the activity, and could include submission through Google Forms, email, USPS mail, Google Classroom, video samples, or telephone/video call. As needed, arrangements can be made for drop-off/pick-up from the school site. Completed assignments will be logged. Participation in distance learning will be documented in a variety of ways including submission of completed assignments, and tracking through educational software programs, as well as by teacher and parent report. If advised by the public health department to limit travel to schools, Mt. Helix Academy is prepared to provide distance learning options.

### **3. Physical Distancing**

YES

#### **3. A) Physical Distance Section/Page**

Pg. 7-Section 4; Pg. 9-11-Section 6

#### **3. B) Physical Distancing Language**

3.B) During arrival and departure. During daily symptom and temperature screening, students will remain in their vehicles until cleared to exit. Their parents will be asked the screening questions and, if acceptable, students will be given a temperature check. On exiting the vehicle, student will use hand sanitizer, and be assigned a seat in the lunch court that maintains appropriate physical distancing. Once their class/cohort group has arrived, they will enter the school building and proceed to their classrooms. Once their screening is completed, Jr. High students will enter the A-annex or B-annex and proceed to their assigned instructional area. Extra masks will be available in case a student forgets to bring one from home.

In-classroom spaces. Special rules and procedures apply to classroom spaces, as follows:

a. To reduce the possibility of infections, students will remain in the same classroom and in small cohorts by grade level, consisting of 12 students per cohort, throughout the day, including during recess and lunch. Teachers will be scheduled in order to minimize switching between cohorts.

b. Outdoor spaces will be used as much as practical.

c. Schedules will be adjusted to accommodate the need to remain in cohorts as much as possible. If needed, students may join another instructional group for a specific lesson through Zoom or similar conferencing platform rather than switch cohorts for a class period.

d. Space between desks will be maximized. Rooms have been measured, extra furniture has been removed, and the teacher's desk is situated at least 6 feet from student desks. Student desks are spaced so that students are 6 feet apart and do not face each other. Tape or other visuals on the floor are used to identify where student desks are to be placed.

e. Classroom furnishings have been rearranged to maximize space between desks

f. Classroom furnishings have been arranged and student flow patterns examined to determine the best arrangement for minimizing movement in the classroom. In addition, specific routes have been established for entering or exiting the building so cohorts do not cross in the hallways.

g. Activities expected to generate increased exhaled droplets such as band, choir and group sports are not permitted.

h. Group singing is not allowed either inside or outside.

i. Bins are available for students to place their completed assignments, and where possible, assignments will be submitted electronically.

In non-classroom spaces. Safety concerns have been addressed for non-classroom spaces, as follows:

a. Nonessential visitors and volunteers are not allowed on campus at this time.

b. Communal activities - use of the playground and lunch area will be staggered so groups do not overlap. Mt. Helix Academy does not have other communal activities.

c. Weather permitting, some instructional activities will be held outdoors.

d. Passing periods/transitions - Students will use face coverings and follow procedures for transitions (i.e., stay tight to the right, use the

visuals on the floor to identify where to stand) maintaining social distancing when lining up. Passing periods will be staggered as necessary to avoid crowding in the hallways. Tape or other visuals are placed on the floor to identify appropriate spacing and passing areas. Certain doors are designated entrances from higher traffic areas, such as playgrounds or the lunch area. Other doors are for exiting.

e. Meals - Students will eat lunch in their assigned classroom except, on a rotating basis, classrooms will eat lunch in the lunch court. Students will be seated at opposite corners of the lunch tables, which allows for appropriate physical distancing. Tables will be cleaned and disinfected after each use.

f. Recess - No more than two student cohorts/classrooms will have recess at the same time on the playground. Recess will consist of planned activities that promote social distancing.

#### **4. Stable Cohorts**

YES

##### **4. A) Stable Section/Page**

Pages 9-11-Section 6

##### **4. B) Stable Cohorts Language**

Student arrival-During daily symptom and temperature screening, students will remain in their vehicles until cleared to exit. Their parents will be asked the screening questions and, if acceptable, students will be given a temperature check. On exiting the vehicle, student will use hand sanitizer, and be assigned a seat in the lunch court that maintains appropriate physical distancing. Once their class/cohort group has arrived, they will enter the school building and proceed to their classrooms. Once their screening is completed, Jr. High students will enter the A-annex or B-annex and proceed to their assigned instructional area. Extra masks will be available in case a student forgets to bring one from home.

To reduce the possibility of infections, students will remain in the same classroom and in small cohorts by grade level, consisting of 12 students per cohort, throughout the day, including during recess and lunch. Teachers will be scheduled in order to minimize switching between cohorts.

Outdoor spaces will be used as much as practical.

Schedules-will be adjusted to accommodate the need to remain in cohorts as much as possible. If needed, students may join another instructional group for a specific lesson through Zoom or similar conferencing platform rather than switch cohorts for a class period.

Meals-Students will eat lunch in their assigned classroom except, on a rotating basis, classrooms will eat lunch in the lunch court. Students will be seated at opposite corners of the lunch tables, which allows for appropriate physical distancing. Tables will be cleaned and disinfected after each use. Dismissal - Students will be dismissed on a staggered schedule to promote physical distancing.

#### **5. Face Coverings**

YES

##### **5.A)Face Covering Section/Page**

### **5.B) Face Covering Language**

Students 3rd grade and above will be required to wear face coverings. For students TK-2nd grade, use of face coverings will be strongly encouraged and taught but not required. Requests for exemptions will be referred to TIEE's Medical Director for review. The school's intent is to follow local and state health regulations, guidelines and expectations for the use of face coverings.

Use of face coverings. How to put on, take off, and wear face coverings or face shields will be practiced and reinforced. Students and staff members will be reminded as necessary not to touch their face covering and to wash their hands or use hand sanitizer frequently. Opportunities for handwashing are scheduled throughout the day.

Student use of face coverings. As per CDPH guidelines, students in TK-2nd grade are strongly encouraged to wear face coverings. Students in 3rd grade and above will be required to use cloth face coverings or, if exempted from a face covering, a face shield. A face covering or face shield may be removed for meals, snacks, naptime or outdoor recreation or when it needs to be replaced.

Students who arrive at school without a face covering and who are not exempt will be provided with a disposable face mask to be used during the school day. Students refusing to wear a face mask will be prohibited from entering the school building and/or will be sent home with alternative educational opportunities to be completed off campus. Students and staff members who require accommodations will be assisted with face mask alternatives such as face shields or a shield hat/cap.

Staff use of face coverings. All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. Staff members, with the possible exception of custodial staff, are not expected to need respiratory protection (such as an N-95 mask). In limited situations, where face coverings cannot be used in the classroom due to student developmental or instructional reasons, a face shield can be used instead of a cloth face covering as long as the wearer maintains physical distance from others to the extent practicable. Wearing a face covering is mandatory outside of the classroom.

Staff members who are screening others for symptoms or handling commonly touched items are instructed to wear disposable gloves as well as a face mask and face shield.

### **6. Cleaning and Disinfection**

YES

#### **6. A) Cleaning and Disinfecting Section/Page**

Pages 8-9-Section 5

#### **6. B) Cleaning and Disinfecting Language**

High touch areas. Certain resources that tend to be frequently used or touched are placed off limits. Drinking fountains have been disabled by placing a covering over the faucet or turning off the water supply. The touchless refillable water station remains operable. Signs are posted that only the water bottle filling station may be used. Playground equipment and certain supplies that

previously would have been shared have either been put away or a supply for each student has been obtained.

Cleaning schedule. Mt. Helix Academy has developed a checklist, schedule, and tracking sheet with specific times during the day in which frequently touched surfaces (e.g., door handles, light switches, sink handles, bathroom surfaces, tables, toilet handles, counters) are cleaned and disinfected throughout the school building. Frequently touched surfaces within each classroom are cleaned and disinfected before and after eating snacks and lunch, and at the end of the school day after all students are dismissed. All staff members have completed the Integrated Germ Management course as required by the California Healthy School Law and are instructed in the safe use of disinfectants. Disinfectants are kept out of the reach of students and are for staff member use only.

Plan for Buses. Mt. Helix Academy does not operate school buses and its students are not transported via school bus.

Plans to limit use of shared objects and equipment. Families of Mt. Helix Academy's students are provided a list of school supplies their child requires. Primary and elementary students are provided with bins in which they are expected to keep their supplies and personal materials. Common objects such as Chromebooks are cleaned and disinfected after each use. Scheduling will be adjusted to limit sharing as much as possible. Should a student not have a particular supply, each classroom teacher has items which can be given to a student. Art supplies and other materials will be issued to each student for their exclusive use. Textbooks and other instructional materials will be issued to each student for their exclusive use.

Choice of disinfecting products. Disinfecting products used at Mt. Helix Academy, currently Oxivir-TB, are on the Environmental Protection Agency (EPA) approved List N, meaning they are approved for use against the SARS-CoV-2 virus which causes COVID-19. In addition, the school has chosen to use disinfectants with asthma-safer ingredients, specifically hydrogen peroxide. Procedures and training are in place for staff members on the process for cleaning and disinfecting surfaces, which include the use of necessary PPE as well as application and contact time requirements. All cleaning and disinfecting solutions are labeled and include the steps for safe use of each product. All staff have completed the Integrated Germ Management course thus meeting the requirement of the California Healthy Schools Act. The disinfecting schedule has been established to avoid under- and over-use of cleaning products.

Access to cleaning/disinfecting supplies. Cleaning/disinfecting supplies are kept out of the reach of students.

Ventilation system. The HVAC system has been programmed to run longer than usual (an hour before and an hour after staff arrival) to increase ventilation and air filtering. Bathroom fans are on throughout the day. Filters have been changed and a MERV 13 filtration rating is being targeted for the HVAC system. Cleaning of restrooms and the final classroom cleaning are completed after students leave for the day.

Air Filters. Filters have been changed and a MERV 13 filtration rate is targeted for the HVAC system. The system will be set to run for an hour before staff arrive and an additional hour after staff leave. The HVAC system will be set to increase the quantity of outside air as much as possible and still maintain the indoor temperature.

## **7. Entrance, Egress and Movement**

YES

## **7. A) Entrance/Movement Section/Page**

Page 2-Section 1; Page 7-Section 4; Pages 9-11-Section 6

## **7. B)Entrance/Movement Language**

External community organizations are not generally permitted to use the school facility. If that should change, the organization(s) would be required to adhere to this plan. Non-essential visitors will not be given access to the school facilities. School facility doors are locked and notices are posted on all entrances describing the school's visitor policy.

Visual markers are placed in hallways and classrooms to prompt physical distancing between individuals. Gathering locations, such as the coffee machine, refrigerator, and microwave will be off limits. Use of the break room will be staggered or discontinued as necessary. Staff members are encouraged to bring food from home that does not require reheating or refrigeration.

Procedures are in place to prevent congregating of adults in the staff lounge and main office areas by shutting off certain appliances and staggering breaks.

During daily symptom and temperature screening, students will remain in their vehicles until cleared to exit. Their parents will be asked the screening questions and, if acceptable, students will be given a temperature check. On exiting the vehicle, student will use hand sanitizer, and be assigned a seat in the lunch court that maintains appropriate physical distancing. Once their class/cohort group has arrived, they will enter the school building and proceed to their classrooms. Once their screening is completed, Jr. High students will enter the A-annex or B-annex and proceed to their assigned instructional area.

Passing periods/transitions - Students will use face coverings and follow procedures for transitions (i.e., stay tight to the right, use the visuals on the floor to identify where to stand) maintaining social distancing when lining up. Passing periods will be staggered as necessary to avoid crowding in the hallways. Tape or other visuals are placed on the floor to identify appropriate spacing and passing areas. Certain doors are designated entrances from higher traffic areas, such as playgrounds or the lunch area. Other doors are for exiting.

Restrooms - Signs are posted outside the student restrooms reminding students of the two-student limit at a time, and hooks have been installed outside each restroom where passes are hung so students have a visual letting them know how many students are in the restroom. Markers are placed outside of the restrooms so students know where to wait, promoting physical distancing.

## **8. Health Screenings**

YES

## **8. A)Health Screening Section/Page**

Pages 13-14-Section 9

## **8. B) Health Screening Language**

Stay home recommendation. Staff members and students will be repeatedly encouraged to remain home if they are sick or have recently had close contact with someone who is ill, someone who has COVID-19, or someone who is presumed to have COVID-19. Parents and staff members will be notified of the current policies



based on CDPH guidelines by email. Staff members will receive specific information during pre-service orientation. Staff members who must miss work are advised to contact TIEE's Human Resources to discuss their options and concerns.

Screening for signs and symptoms. All students, staff members and visitors are screened upon arrival to school for fever using a touchless thermometer and asked a series of questions recommended by the CDC related to their current health. Persons who have a temperature greater than that determined acceptable by state and local health orders or symptoms of illness (e.g. fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, new loss of smell or taste, congestion or runny nose, diarrhea, nausea, or vomiting), will not be admitted to the school building. Children will not be allowed to exit their transporting vehicle until cleared. In addition, all staff and students will be asked questions to determine if they have been exposed to COVID-19 or have symptoms. Temperature checks will be performed by assigned staff who will don protective equipment including face covering and disposable gloves, as well as using hand sanitizer as needed between screenings. Students, visitors, and staff members must use hand sanitizer upon entering the school buildings.

Wellness checks. Visual wellness checks of all students will be conducted before students leave their parent's vehicle. Temperatures will be checked with a no-touch thermometer.

Required questions. All staff and parents, serving as proxy for students, will be asked whether they or anyone in their home is exhibiting COVID-19 symptoms currently considered to be: fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, new loss of smell or taste, congestion or runny nose, diarrhea, nausea, or vomiting.

### **8. C) Language for Symptomatic Students or Staff**

Ailing student/staff. A student who appears ill will be asked to wear a mask if not already doing so and will be isolated in a monitored room. The student's emergency card will be reviewed and the parent will be called to pick up their child as soon as possible. If the parent cannot be reached, the backup person will be called. Procedures are in place to disinfect isolation rooms. A staff member who becomes ill will be sent home. The school will recommend to any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider, or at a community testing site.

Monitoring during the school day. All staff members will monitor their students for signs of illness during the day and will communicate with the school administration concerning any students who are showing signs of illness. If staff members become ill or others notice a staff member becoming ill, that person will be sent home or transported by emergency services as needed.

## **9. Healthy Hygiene Practices**

YES

### **9. A) Healthy Hygiene Section/Page**

Pages 3-4-Section 2

### **9. B) Healthy Hygiene Language**

Teaching hygiene practices. Mt. Helix Academy directly teaches procedures for washing hands, using hand sanitizer, avoiding contact with one's eyes, nose, and mouth, and covering coughs and

sneezes through modeling, structured practice, use of reminder signs, and positive reinforcement. Errors are promptly corrected and, if too frequent, occasion additional instruction. Specific behaviors students are taught include the following:

- a. use a tissue to wipe their noses and to cough or sneeze inside a tissue or their elbow;
- b. to wash their hands or use hand sanitizer before and after eating, after coughing or sneezing, after being outside, and after using the restroom;
- c. to wash their hands for at least 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry their hands thoroughly; and to use approved hand sanitizer when hand washing is not practicable. The school provides tissues and ethyl alcohol-based hand sanitizer in each classroom and office. Students younger than age 9 will use hand sanitizer under adult supervision. If hand sanitizer is ingested, Poison Control will be called at 1-800-222-1222.

Access to handwashing/hand sanitizer. Hand washing opportunities are included in the students' daily schedules. Students and staff have access to hand washing facilities that are in the following locations: student restrooms, staff restrooms, Science Lab, and Art Room. Hand sanitizer is available in each classroom and office.

Frequent handwashing is scheduled and supervised. Handwashing opportunities are incorporated into each classroom's daily schedule to further promote healthy hygiene practices. To prevent congregating in student restrooms, each classroom will have two student passes which students will use when needing to use the restroom. Signs have been posted outside the student restrooms reminding students of the limit of only 2 students per restroom at a time, and hooks have been installed outside each restroom where passes are hung so students have a visual prompt to let them know how many students are in the restroom. Markers are placed outside of the restrooms so students know where to wait promoting physical distancing while waiting to use the restroom. Teachers monitor and direct students when groups are taken to the restrooms as part of their classroom schedule. For students in Junior High classrooms, student restrooms are single use or have a limited capacity for use by only two students at a time.

## **10. Identification and Tracing of Contacts**

YES

### **10. A) Identification and Tracing Section/Page**

Page 1-Section 1; Page 14-Section 9; Pages 18-20-Section 10 & 11

### **10. B) Identification and Tracing Language**

The COVID-19 liaison with Public Health Services: Mike Collins, Director, Mt. Helix Academy, 619-243-1400, email :mcollins@tiee.org. Mr. Collins will track reports of illness from parents, students, and staff, and he will monitor for evidence of COVID-19 outbreaks. Mr. Collins, will report information on positive cases to Public Health Services Epidemiology Department at 619-692-8499.

Data collection. Tracking forms have been created to monitor staff and student absences whether due to illness, quarantine, or another factor; reported illnesses and reported exposures by date and cohort. These data will allow the school to share relevant information concerning possible exposures rapidly to local health

officials, staff and families. Local health officials will be notified by the school administrator or TIEE Medical Director of any positive cases of COVID-19 reported to the school. Staff and families will be immediately notified electronically of any positive case of COVID-19, while maintaining confidentiality, as required under FERPA and state law related to the privacy of educational records. Parents/guardians are encouraged to contact the school to report possible exposure to COVID-19, or positive COVID-19 test results. Such information will be documented in communication logs. Visitors will also be tracked with date, visitor name, and a check that they have cleared the screening for admittance to the school building.

Reporting of positive cases. Local health officials will be notified by the school administrator or TIEE Medical Director of any positive cases of COVID-19 reported to us by calling the Public Health Services Epidemiology Department at 619-692-8499. Staff and families will be notified electronically of any positive case of COVID-19, while maintaining confidentiality as required under FERPA and state law related to the privacy of educational records.

Plan to monitor and communicate. Tracking sheets have been created to monitor staff and student absences. Reasons for staff illness will be provided in confidence to TIEE's Human Resources. Reasons for student absences will be recorded and kept in a confidential log. Substitute teachers are available and have been trained to cover for teachers who are absent.

The school's Director, TIEE's Medical Director, Human Resources Director will respond to COVID-19 concerns, and will coordinate documentation and tracking of possible exposures, and notify local health officials, staff members and families in a prompt and responsible manner. Families and staff members may use email or phone calls to self-report symptoms of COVID-19. Electronic communication systems using Constant Contact and OneCallNow are set up to provide prompt notifications of exposures and closures while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

The school's Director, under the guidance of TIEE's Medical Director, will notify local health officials, staff members, and families as soon as possible of any positive case of COVID-19, maintaining confidentiality as required by state and federal laws. Support for staff and students who are at higher risk for severe illness or who cannot maintain a safe distance from individuals in the home will be determined and subsequently reviewed on a case by case basis by the school's Director and TIEE's Medical Director.

Monitoring during the school day. All staff members will monitor their students for signs of illness during the day and will communicate with the school administration concerning any students who are showing signs of illness. If staff members become ill or others notice a staff member becoming ill, that person will be sent home or transported by emergency services as needed.

## **11. Staff Training and Family Education**

YES

### **11. A) Staff Training and Family Edu. Section/Page**

Page 12-Section 8; Pages 3-4 Section 2

### **11. B) Staff Training and Family Edu. Language**

Plan to educate/train staff and families. Current procedures for cleaning and disinfecting, physical distancing, student

arrival/dismissals, and student transitions have been developed and shared with all staff members. In addition, all staff have completed the Integrated Germ Management course offered by the California Department of Pesticide Regulation. During the week prior to school opening on August 31, all staff will participate in further training to ensure that staff are informed of current procedures to keep staff and students safe on campus.

Letters written by TIEE's Medical Director regarding hand washing, effective use of face coverings, and steps to prevent the spread of COVID-19 have been shared electronically with the school's families. In addition, electronic communications will be used to inform families of the current recommendations and to review procedures for use of face covering, effective hand washing, procedures if a student becomes ill at school and steps to protect oneself from becoming ill prior to the start of school. Procedures will be updated and communicated with families throughout the school year as indicated. Communications with families will adhere to the linguistic needs of our school community

Plan to provide training virtually. Staff training will be conducted either on-site with small groups to promote physical distancing, or via Zoom or Google Hangout. Updated flow charts outlining procedures will be provided electronically to all staff members.

Teaching hygiene practices. Mt. Helix Academy directly teaches procedures for washing hands, using hand sanitizer, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes through modeling, structured practice, use of reminder signs, and positive reinforcement. Errors are promptly corrected and, if too frequent, occasion additional instruction. Specific behaviors students are taught include the following:

- a. use a tissue to wipe their noses and to cough or sneeze inside a tissue or their elbow;
- b. to wash their hands or use hand sanitizer before and after eating, after coughing or sneezing, after being outside, and after using the restroom;
- c. to wash their hands for at least 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry their hands thoroughly; and to use approved hand sanitizer when hand washing is not practicable. The school provides tissues and ethyl alcohol based hand sanitizer in each classroom and office. Students younger than age 9 will use hand sanitizer under adult supervision. If hand sanitizer is ingested, Poison Control will be called at 1-800-222-1222.

## **12. Testing of Students and Staff**

YES

### **12. A) Testing Section/Page**

Pages 14-15-Section 9

### **12. B)Testing Language**

Testing of Students and Staff. There is no program in place to allow for systematic testing at this time. Students and staff with symptoms of COVID-19 will be encouraged by the school to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.

### **12. C) Staff Tested Periodically Language**

Testing of Students and Staff. There is no program in place to allow for systematic testing at this time. Students and staff with symptoms of COVID-19 will be encouraged by the school to get a test through their health care provider or community testing site. Asymptomatic students and staff will be encouraged to receive regular COVID-19 tests once local testing capacity allows.

### **13. Triggers for Switching to Distance Learning**

YES

#### **13. A) Triggers to Dist. Learning Section/Page**

Page 20-Section 12

#### **13.B) Triggers to Dist. Learning Language**

External information and action. State and local orders and health department notices will be checked daily by the school's Director to be apprised of COVID-19 transmission in the area or closures so staff and parents can be notified immediately and operations can be adjusted accordingly.

Internal information and action. When a student or staff member tests positive for COVID-19 and has possibly exposed others at school, the CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year document will be referenced. In consultation with the local public health department, the school's Director will decide on the basis of public health officer-determined risk level within the school what intervention is warranted.

The classroom or office where the infected person was based will be closed off for a minimum of 24 hours, and then it will be thoroughly cleaned and disinfected. If additional areas of the school were visited by the COVID-19 positive person, those areas will also be temporarily closed for cleaning and disinfection. Close contacts of the infected person will be determined and they will be contacted as soon as possible and advised to quarantine for 14 days and contact their personal health care providers.

### **14. Communication Plans**

YES

#### **14. A) Communication Plans Section/Page**

Pages 19-20-Section 11

#### **14. B) Communication Plans Language**

Tracking sheets have been created to monitor staff and student absences. Reasons for staff illness will be provided in confidence to TIEE's Human Resources. Reasons for student absences will be recorded and kept in a confidential log. Substitute teachers are available and have been trained to cover for teachers who are absent.

The school's Director, TIEE's Medical Director, Human Resources Director will respond to COVID-19 concerns, and will coordinate documentation and tracking of possible exposures, and notify local health officials, staff members and families in a prompt and responsible manner. Families and staff members may use email or phone calls to self-report symptoms of COVID-19. Electronic

communication systems using Constant Contact and OneCallNow are set up to provide prompt notifications to all staff and families of our students, of exposures and closures while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.

The school's Director, under the guidance of TIEE's Medical Director, will notify local health officials, staff members, and families as soon as possible of any positive case of COVID-19, maintaining confidentiality as required by state and federal laws. Support for staff and students who are at higher risk for severe illness or who cannot maintain a safe distance from individuals in the home will be determined and subsequently reviewed on a case by case basis by the school's Director and TIEE's Medical Director.

Reporting of positive cases. Local health officials will be notified by the school administrator or TIEE Medical Director of any positive cases of COVID-19 reported to us by calling the Public Health Services Epidemiology Department at 619-692-8499. Staff and families will be notified electronically of any positive case of COVID-19, while maintaining confidentiality as required under FERPA and state law related to the privacy of educational records.

Plan to prevent discrimination against students who were or are diagnosed with COVID-Mt. Helix Academy has a policy of non-discrimination for its students and staff. To maintain student and staff confidentiality, the name of any student or staff member who has had or has been diagnosed with COVID-19 will not be released to the school community or general public. Such information will be provided to local health officials as necessary. Any allegations of discrimination against students who were or are diagnosed with COVID-19 will be thoroughly investigated by the school administration, and appropriate actions will be taken based on the results of such investigations.

**Superintendent Name**

Michael Collins

**Job Title**

School Director

**Phone**

619-243-1400

**E-mail**

mcollins@tiee.org

**Attachments**

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